

EMERGENCY TELEPHONE SERVICE COMMITTEE
DISPATCHER TRAINING SUBCOMMITTEE MEETING

Held at DeVos Hall, Overlook G
Grand Rapids, Michigan

Tuesday, May 24, 2005
10:00 am

CALL TO ORDER:

Chairman Moorman called the meeting to order at 10:17 a.m.

ROLL CALL:

MEMBERS:

Michael Moorman, Chair
John Bawol
Karen Chadwick
William Charon
James Fyvie
Andrew Goldberger
Suzan Hensel
Ron MacDonald
Charlie Nystrom
Bruce Pollack
Christina Russell
Stephen Todd
Joseph VanOosterhout

Patrick Hutting
Harriet Miller-Brown
Janet Hengesbach

ABSENT:

David Ackley
Thomas Altland
Dale Gribler
Vic Martin
Rebecca Shatney
Dale Rothenberger
Evah Cole

REPRESENTING:

ETSC – MSPTA
Roscommon County Central Dispatch
Ingham County Central Dispatch
Ionia County Central Dispatch/ETSC – MCDA
Clinton County Central Dispatch
St. Joseph County Central Dispatch
Midland County Central Dispatch/ETSC – NENA
Hillsdale County Central Dispatch
Barry County Central Dispatch/ETSC – House App.
Livingston County Central Dispatch
Oakland County Sheriff's Office
City of Flint 911
Marquette County Central Dispatch

MCOL (Non-Voting)
Michigan State Police (Non-Voting)
Michigan State Police (Non-Voting)

Genesee County Central Dispatch
Mason/Oceana Central Dispatch
Van Buren County Sheriff's Office/ETSC – MSA
Lapeer County Central Dispatch
Ottawa County Central Dispatch
MCOL
Michigan Department of Treasury

APPROVAL OF MINUTES FROM MARCH 7, 2005:

A motion was made by **Goldberger** and supported by **Hensel** to accept the minutes of the March 7, 2005 Dispatcher Training Subcommittee meeting.

PROPOSED POLICIES:

At the March 22, 2005 ETSC meeting, ETSC Chairman, Dale Gribler tasked the Dispatcher Training Subcommittee with the development of a proposed policy in regard to training fund use compliance as well as a proposed policy to set forth a process for PSAP's to appeal or challenge a denial of dispatcher training funds. Harriet Miller-Brown, the state 911 Administrator, drafted these two policies.

1. Training Fund Use Compliance Policy:

A draft of a Training Fund Use Compliance Policy was presented to the subcommittee members for review. After discussion it was **moved by Fyvie and supported by Charon** to have this policy brought before the ETSC at their June 21, 2005 meeting for adoption. **MOTION PASSED BY VOICE VOTE.**

2. Rules for Challenges and Appeals to the Dispatcher Training Fund Distribution Process:

A draft of the Rules for Challenges and Appeals to the Dispatcher Training Fund Distribution Process was presented to the subcommittee members for review. After discussion and several revisions, it was **moved by Bawol and supported by Hensel** to have the revised policy brought before the ETSC at their June 21, 2005 meeting for adoption. **MOTION PASSED BY VOICE VOTE.**

2006 DISPATCHER TRAINING FUND APPLICATION PROCESS:

Draft documents for the 2006 application process for dispatcher-training funds were reviewed and discussed by the subcommittee. These forms include:

ETSC-101	Registration for P.A. 32 PSAP Dispatcher Training Distribution
ETSC-101i	Instructions for Registration for P.A. 32 Funding
ETSC-101W	Primary PSAP Eligible Employee Worksheet
ETSC-510	Documentation of In-Service Training
ETSC-510B	ETSC Authorized In-Service Training
*	2006 Guidelines – Training Fund Distribution

It has been determined by the 911 Administrators office that starting in 2006, the deadline date to be used each year for the submission of the ETSC-101 forms, will be the first Friday of February of each year. It was also discussed that PSAP's will have the option of transmitting their ETSC-101 form electronically in 2006. This will require electronic signatures to be on file with the ETSC.

The ETSC-510 form has been changed to require PSAP's to report the previous 5 years of training fund usage.

The ETSC-510B form has been created and will be new for 2006. This form will provide a detailed procedure for the tracking of training funds. Although not mandatory, this form will be required if a PSAP does not have its own detailed procedure in place.

With the exception of minor cosmetic changes, no additional changes were made to the ETSC-101i form, the ETSC-101W form, or the Guidelines sheet.

* = No form number

RECESS:

Chairman Moorman recessed the meeting at 11:55 a.m. for a short break. The meeting was reconvened at 12:10 p.m.

UPDATE ON TRAINING FUND RE-PAYMENT PROCESS:

Miller-Brown provided the subcommittee members an update in the training fund re-payment process.

PROPOSALS:

No proposals were brought before the subcommittee.

OLD BUSINESS:

1. Update on Out of State Requests for Telecommunicator Minimum Standards:

Miller-Brown provided an update to subcommittee members on the status of requests to other states that her office has sent out. To date there have been 24 responses. A request for more detailed information on curriculum was sent to states with minimum training standards.

2. Montcalm County Central Dispatch Appeal:

Charon discussed the recent appeal of Montcalm County Central Dispatch and how the recent denial of their appeal for training funds may be looked at as a punishment for an organization that had their application correct, however due to a transition within the county, failed to submit it by the deadline date. Discussion was held as to whether there should be two appeal dates to coincide with the two fund distribution dates. After much debate, it was decided that the past practice of one appeal of this subcommittee would stand.

3. NENA Conference Course Approval:

Discussion was held on paying for courses/conference fees at the upcoming NENA Conference. Approved training courses are approved for payment, however registration and conference fees are not. It was suggested that the current MCOLES guidelines of “6 hours of training within a 24 hour period” be the followed protocol.

4. Approved List of MCOLES Courses:

The 911 Administrators office will be working on compiling the MCOLES approved course numbers back to 2001.

5. MCOLES Course Approval Workgroup:

It was decided to abolish the separate Supervisor & Management Course and Telecommunicator Course approval workgroups and combine them into one group being named the “Course Approval Workgroup.” Chairman Moorman appointed the following persons to this workgroup:

John Bawol (Lead Member)	Roscommon County Central Dispatch
Joe VanOosterhout	Marquette County Central Dispatch
Bruce Pollock	Livingston County Central Dispatch
Suzan Hensel	Midland County Central Dispatch
Vic Martin	Lapeer County Central Dispatch

NEW BUSINESS:

Bawol and VanOosterhout presented the subcommittee with a draft guideline of *Allowable and Disallowable Expenditures for Training* project that they have been working on. It is felt that some type of documented guidelines will assist PSAP’s in determining what are proper expenditures for training. This project was met with enthusiasm by the subcommittee and will be explored in more detail at the next subcommittee meeting.

CALL TO THE PUBLIC:

There was no public comment made.

NEXT MEETING:

The next meeting of the Dispatcher Training Subcommittee is scheduled for Wednesday July 13, 2005 at 1:00 p.m. at the Doubletree Hotel in Bay City, Michigan.

ADJOURN:

The subcommittee meeting was adjourned at 1:05 p.m.

/s/_____
Michael R. Moorman, Chair
Dispatcher Training Subcommittee